

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

March 13, 2018

(As amended)

Meeting was called to order by Supervisor Amy Ferris at 7:37 PM.

Pledge of Allegiance was recited.

Roll Call: Ferris, May, Nielsen, and Trentham were present, constituting a quorum; Sullivan excused.

Agenda: Ferris moved that the agenda be accepted as presented; May seconded; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes: Nielsen moved to delay approval of the February 13, 2018, minutes due to the Clerk's absence; all ayes. Motion passed.

For the Good of the Community": new Frankfort recycling location being sought; NW Michigan Invasive Species Network meeting on April 4th; legislative updates from MTA available; Ms. Short expressed concern that lilac trees in cemetery not be removed completely.

County Commissioner Griner's Report: support for upcoming Road Commission renewal millage; Conservation District millage to deal with invasive species in local waters; recruitment for new Recycling Director; temporary recycling location in downtown Frankfort; policy re: weapons in County building.

Public Comment: Question about which budget got approved in Budget Meeting.

Clerk's report presented by Treasurer:

- Trentham moved that the Accounts Payable bills be approved for payment as presented; Nielsen seconded; roll was called; all ayes. Motion passed.
- Deputy position still not filled.

Financial Report by Treasurer:

- Trentham presented the monthly financial reports.
- Trentham moved to amend the 2017-2018 General Fund Budget as follows: Board mileage from \$100 to \$150.00 and Board of Review Education/Training from \$300 to \$400.00; May seconded; roll was called; all ayes. Motion passed.

Committee Reports:

Annexation proposal update: discussions continue; no proposal yet.

Assessing: Trentham moved to amend Ferris' proposed poverty guidelines to state that the federal poverty guidelines will be used to set poverty exemption guidelines for Crystal Lake Township's 2018 assessments; Nielsen seconded; all ayes. Motion passed.

Board of Review: will meet again tomorrow, 3/14/2018, for public review of the individual tax assessment.

Building & Grounds: Ferris reported on the need to preserve documents required to be held in perpetuity and on the report and recommendations from the Fire Department inspection.

Cemeteries:

- Ferris moved the Board approve the amended Cemetery Schedule of Fees for defining the allocation of Cemetery Fees between the Township and the sexton for the 2018-2019 fiscal year; May seconded; all ayes. Motion passed.
- Ferris moved to approve the proposed 3-year contract for the Sexton for the fiscal year 2018-2021; seconded; all ayes Motion passed.

Capital Improvement: Greg Wright reported that the Capital Improvement recommendations have been tentatively ranked for consideration, financial and time estimates are being requested (e.g., building, cemetery and road improvements), with the hope to have public hearings this summer, develop a 5 year plan, with specific recommendations to the Board for any necessary budget amendments this year and well in advance for next year's budget planning. Alison Michalak reported that based on MTA recommendations and requirements for federal grants, Platte Township will be developing a 5-year Plan of potential improvements.

Clerical: Ferris moved to approve the 2 letterheads as presented as official logos; May seconded; Ferris, May and Nielsen voted aye; Trentham voted nay. Motion passed.

Personnel: Ferris moved that the Board approve the use of the proposed Release form for applicant information; no support. Motion failed.

Risk Control: A Risk Manager from the Township insurer will be available March 19 to review the facilities and discuss the current policy.

Roads: The estimate for services for fiscal year 2018-2019 is not complete because the Road Commission is still receiving bids. Nielsen moved that the Township issue a \$20,000 down payment and signed contracts for each of our proposed 2018 road projects to the Road Commission in order to assure their inclusion in the County's plans for 2018; seconded by Trentham; roll was called; all ayes. Motion passed.

Unfinished Business:

- Enforcement Officer: resumes will be sent to the Selection Committee.

New Business: Suggestions for cyber security.

Public Comment: Need to know how much space is needed for elections.

Meeting adjourned at 8:27 p.m.

Alison Michalak, temporary recording secretary, reporting from contemporaneous notes; and Sue Sullivan, Clerk, reporting subsequently from audio recording.